



Minimum Qualifications

While the following requirements outline the minimum qualifications, the Agency reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job.

EITHER

One (1) year of full-time experience comparable to an Eligibility Worker II or Social Worker I.

OR

Six (6) months of full-time experience comparable to an Eligibility Worker II **AND** completion of the equivalent of 15 semester units (22 quarter units) or 15 continuing education credits in behavioral science in sociology, psychology, counseling, vocational guidance or any coursework related to the provision of employment services. This required coursework may be obtained through colleges, universities, university extension, business schools, or employer provided career development.

OR

One (1) year of full-time experience with responsibility for performing case management, vocational guidance services, employment counseling or placement work **AND** completion of the equivalent of 15 semester units (22 quarter units) or 15 continuing education credits in behavioral science in sociology, psychology, counseling, vocational guidance or any coursework related to the provision of employment services. This required coursework may be obtained through colleges, universities, university extension, business schools, or employer provided career development.

OR

Eighteen (18) months of full-time experience with responsibility for performing case management, vocational guidance services, employment counseling or placement work.

OR

A Bachelor's degree in behavioral science in sociology, psychology, counseling, vocational guidance or any related field that includes coursework related to the provision of employment services.

Note: Qualifying experience must have included duties and responsibilities involving assessment of income and/or other qualifications needed to participate in programs.

Integrated Case Worker I

Del Norte County Department of Health & Human Services Public Assistance/ Employment & Training Branch

Monthly Salary: \$2,415 - \$3,157

Application Deadline:

December 5, 2012 - 5:00 p.m. PST

Tentative Examination Dates:

Written Exam: Saturday, December 15, 2012

Oral Exam: Week of January 7, 2013

Examinations will be held in Del Norte County

Location:

The resulting list will be used to fill vacancies in
Crescent City, California

The Position

Working under close supervision, the Integrated Case Worker I is the entry level of the Integrated Case Worker series. An Integrated Case Worker I applies regulations and procedures to determine eligibility of applicants and recipients for multiple public assistance benefits; provides basic employment services to clients; performs casework management duties for both benefit and employment services, and performs related duties as required. Employees are expected to promote to Integrated Case Worker II after one year of satisfactory performance at the entry level.

Additional Information

A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

As a condition of employment, the County of Del Norte will require proof of ability to work in the U.S.

Position may require pre-employment drug testing, physical, and fingerprinting for a background investigation.

The existing eligible list will be replaced upon completion of this examination.

KNOWLEDGE AND ABILITIES

The following may be tested in the examination:

Knowledge of:

- Regulations and procedures governing eligibility determinations and granting of aid for assigned program areas
- Community resources providing social, health, nutrition, housing, employment, training, child care, transportation and other necessary client services
- General goals and purposes of public social services and public assistance programs
- Techniques for interviewing and gathering information from a varied population
- Basic labor market and needed employment skills and abilities
- Mathematics sufficient to interpret client income and expense information to calculate benefits within program requirements
- Group presentation techniques
- Standard office practices and procedures, including operation of standard and automated office equipment including basic computer applications
- Record keeping principles and practices
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Ability to:

- Read, apply, and explain regulations, procedures and policies governing employment services programs
- Understand and apply vocational guidance, work-readiness appraisal, employment plan, assessment theory and concepts
- Understand and apply methods and procedures for mitigation/reduction of barriers to employment
- Apply appropriate case-management techniques
- Motivate clients
- Collect and analyze data, information and situations, draw logical conclusions, and make appropriate recommendations, independent judgments and decisions
- Communicate clear and accurate information regarding clients, both orally and in writing
- Organize and prioritize work assignments
- Maintain accurate and systematic records
- Prepare statistical and narrative reports
- Understand program objectives in relation to departmental goals and procedures
- Use automated technology to maintain records and files
- Establish and maintain cooperative working relationships with fellow employees, clients and the general public
- Carry out assignments and projects without detailed instructions.

EXAMINATION INFORMATION

MSS reserves the right to revise the examination plan if the circumstances under which this examination was planned change. The examination process may include one or more of the following components: application evaluation, computer skills assessment, supplemental questionnaire, written examination, job related exercise, and/or a structured oral examination. Candidates will be notified of any changes to the examination plan as posted on this job bulletin.

The examination components consist of:

WRITTEN MULTIPLE CHOICE TEST

This examination will be weighted: Pass/Fail

Categories tested may include:

- General Office Skills - Numerical & Alphabetical
- Analytical Ability
- Interviewing Principles
- Written Communication
- Interpersonal Skills/Customer Service
- Employment & Training/Social Services
- Benefit Determinations

ORAL EXAMINATION

This examination will be weighted: 100%

Categories tested may include:

- Communication (Oral & Written)
- Computer Knowledge
- Education, Experience and Training
- Initiative
- Interpersonal Relations
- Job Related Knowledge and Skills
- Planning/organizational Skills

Del Norte County

Del Norte County, with a population of approximately 30,000, is located on the far northwestern tip of California along the northern coastline.

Crescent City, the county seat and the largest city within the County, has a population of approximately 4,006.

Del Norte County's Redwood National Park has been designated as a World Heritage Site as well as a United Nations Biosphere Reserve Unit. The County offers many recreational opportunities including: camping, hiking and bird watching, to surfing, fishing and kayaking. The county is located in one of the few rain forests in the temperate region-- lush scenery is supported by an average annual rainfall of about 67 inches.

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto www.mss.ca.gov and following the instructions.

It is recommended that you apply via the online application system. Applicants without Internet access may fax a paper application to (916) 648-1211 or mail to the address below. Faxed or mailed applications will ONLY be accepted on the dates/times indicated on the front of this job bulletin. Faxing or mailing your application does not guarantee that your application will be among those approved. POSTMARKS ARE NOT ACCEPTED.

Application packets may be obtained by contacting MSS, or the Social Services, Child Support, or HR Department in the county.

MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815

Website: www.mss.ca.gov

Email: mss@cps.ca.gov

Phone: (916) 263-3614

Note: Your application and any additional material become the property of MSS. **Please make a copy for your file.**

This job bulletin will not be available online after the application deadline. Please print a copy for your records.

FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency by the application deadline. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree and/or course equivalency from any of the listed member agencies.

EXAMINATION NOTIFICATION

MSS will send you an email informing you of your status once it has been determined. Candidates who apply via a paper application and do not supply us with an email address will receive all recruitment notification via United States Postal Service. Selected applicants will be invited to the next step of the examination process. If you have not received notice at least two (2) working days prior to the tentative test date, please contact Merit System Services at mss@cps.ca.gov.

Some positions require that all approved candidates take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral exam for this position please note the following: Prior to being scheduled for the oral examination, you will receive an email from Merit System Services, mss@cps.ca.gov, asking you to confirm your interest in the position and your availability to attend the exam on a specific date. If you do not reply to the e-mail sent to you by the specified deadline or you are not available on the specified exam date, you will not be scheduled for the oral exam.

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS at mss@cps.ca.gov within five (5) days of the date on your letter/email notifying you that you have been invited to move forward in the exam process.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.

Del Norte County is an Equal Opportunity Employer

**INTEGRATED CASE WORKER I
DEL NORTE COUNTY HEALTH & HUMAN SERVICES
APPLICATION DEADLINE: 12/5/12**

Some patterns of the minimum qualifications for Integrated Case Worker (I, II, III, & Supervisor) require successful completion of 15 semester (22 quarter units) or 15 continuing education credits in behavioral science in sociology, psychology, counseling, vocational guidance or any coursework related to the provision of employment services.

Name: _____ Date: _____

IF YOU WISH TO HAVE YOUR APPLICATION EVALUATED BASED ON YOUR EDUCATION, YOU MUST COMPLETE AND RETURN THIS FORM TO MERIT SYSTEM SERVICES BY THE APPLICATION DEADLINE. ONLY ENTER THE COURSEWORK REQUIRED TO MEET THE MINIMUM QUALIFICATIONS AS STATED ABOVE. (College transcripts MAY NOT be substituted for this form.) IF YOU APPLY ONLINE THIS CLASS COURSE LISTING WILL BE PART OF THE ONLINE APPLICATION. YOU DO NOT NEED TO COMPLETE THIS FORM.

[illegible]